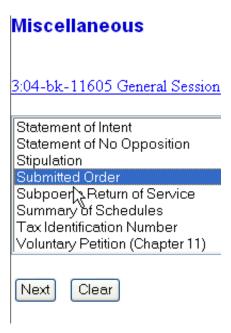
## TO SUBMIT A PROPOSED ORDER

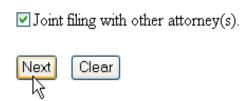
Choose Bankruptcy from the Blue Bar Menu and click on Other/Notices.

## 

Enter a case number and click next. The program may prompt you to select BK or AP; select the appropriate case. The program will display a list of events. Scroll to Submitted Order.

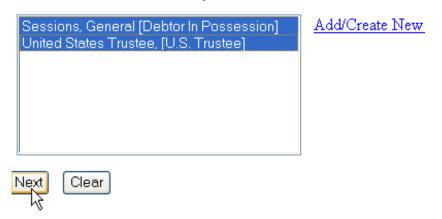


Click Next after highlighting the event. The program will ask if this is a joint filing with another attorney. If so click the box and add the attorney. If not, leave box blank and click Next. You may pick the attorneys from the list of attorneys associated with the case.



Select the party you represent in the order. If multiple parties, scroll to each party, hold the [ctrl] key and click. You can add new parties, if necessary.

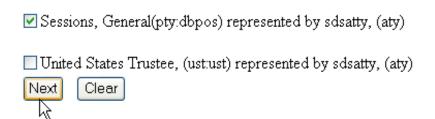
## Select the Party:



The program will prompt for attorney/party associations. Click any that apply and touch next.

The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case:



Browse for the order you wish to file and attach it. Click Next.

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

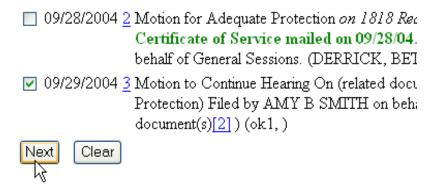
J:\FORMS\submitted order.pdf

Attachments to Document: 

No Yes

Next Clear

The Order must be linked to a pending motion.



In the next screen, click the box to refer to an existing event on the docket sheet.

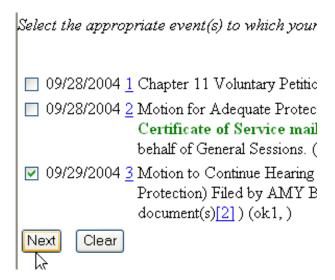
3:04-bk-11605 General Sessions



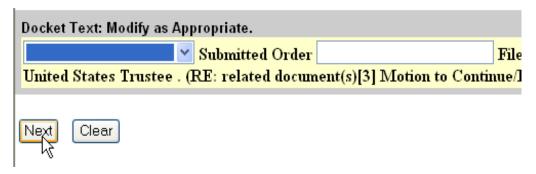
Select the event category. If you are unsure, select all by clicking and dragging your mouse down the list.



## Select the event and click Next.



The docket text displays. Modify as appropriate.



At the next screen, submit the event to docket it. The Notice of Electronic Filing will display.